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POLICY DIRECTIVE #D-2013-09

August 5, 2013

TO: All Agencies

FROM: Jeff Mohlenkamp, Director

A handwritten signature in blue ink, appearing to read "Jeff Mohlenkamp".

SUBJECT: UNSUPPORTED LAPTOP & PERSONAL COMPUTER OPERATING SYSTEMS

The purpose of this directive is to determine how many state issued laptops and personal computers (PC) will be in use running unsupported operating systems as of April 8, 2014. Currently, Windows 95, Windows 2000, and earlier versions of Microsoft operating systems are unsupported. After April 8, 2014, Microsoft will end support of the Windows XP operating system. When Microsoft ends support for software, updates are no longer provided to protect workplace laptops and PCs from harmful viruses, spyware, and other malicious software that can steal state data or compromise the provision of public services. To protect the state, the security policy 117 - IT Operating System Patch & Upgrade Management requires all laptops and PCs to maintain a supported operating system.

This directive includes an Excel worksheet for agencies to report information about any laptops and PCs running unsupported operating systems as of April 8, 2014. Please identify all of your agency's laptops and PCs that are, 1) connected directly to the state network or access the state network through a Virtual Private Network (VPN), and 2) expected to be running unsupported operating systems on April 8, 2014. For each laptop and PC identified, provide the agency and budget account numbers, state property ID tag number, the percentage of General Funds versus other fund sources liable for the laptop or PC replacement, the calendar year the laptop or PC was purchased, and the laptop's or PC's current operating system. Finally, indicate if the existing operating system and/or laptop or PC is funded for replacement in your agency's 2013-15 legislatively approved budget.

Any laptop or PC that will be excess property but not yet disposed by April 8, 2014, including computers that are being used for spare parts, should not be included in the information reported by your agency.

Please return the Excel worksheet containing your information to your agency's assigned budget analyst by August 30, 2013, or sooner if possible.

I would like to thank you in advance for your assistance. If you have any questions regarding this directive, please feel free to contact Department of Administration Deputy Directors Stephanie Day or Mike Torvinen at (775)684-0222.

